

**MINUTES
ISABELLA COUNTY
BOARD OF COMMISSIONERS
September 18, 2018**

The Isabella County Board of Commissioners was called to order at 7:00 p.m., by Chairperson George Green in the Commission Chambers on the above date.

The Pledge of Allegiance to the United States of America was led by Chairperson George Green.

Roll was called with the following Commissioners present: George Green, Frank Engler, Jerry Jaloszynski, Jim Horton, James Moreno, Tobin Hope and David Ling

Commissioners Absent: None

Also present were: Isabella County Administrator/Controller Margaret McAvoy, Deputy Administrator Nicole Frost, Contracted Finance Director Steve Kirinovic, County Clerk Minde` B. Lux and Deputy Clerk Brenda M. Young.

APPROVAL OF AGENDA:

It was moved by Commissioner Jaloszynski and seconded by Commissioner Hope to approve the agenda as amended. Motion Carried

7:05 P.M. PUBLIC HEARING ON PROPOSED FISCAL YEAR 2019 BUDGET:

Chairperson Green opened the Public Hearing on the Proposed Fiscal Year 2019 Budget at 7:05 p.m.

Jessica Lapp, Union Township resident asked what the indirect cost rates meant in the budget document. Isabella County Administrator/Controller explained that the County contracted with an outside source to determine the indirect costs for each department. In each department there are costs that are not directly charged to a department. The Administrator/Controller used the Inspections Department as an example. The indirect costs of that department would include items such as office space, the janitors cleaning, doing payroll and Human Resources activities for the Inspections Department. In the Fiscal Year 2019 Budget those costs have been calculated and attributed to each Department which was not done in previous budgets.

Chairperson Green closed the Public Hearing on the Proposed Fiscal Year 2019 Budget at 7:09 p.m.

**ISABELLA COUNTY BOARD OF COMMISSIONERS
RESOLUTION NO. 18-09-01**

Fiscal Year 2019 Budget Resolution and General Appropriations Act

WHEREAS, the Uniform Budgeting and Accounting Act, Public Act 2 of 1968, as amended, requires each local unit of government to adopt a balanced budget for all required funds; and

WHEREAS, the Board of Commissioners has reviewed the recommended funding and anticipated revenues as brought forth by the County Administrator/Controller and believes the same to contain funds sufficient to finance approved County services; and

WHEREAS, the Board of Commissioners of Isabella County, Michigan, duly advertised a public hearing on the proposed budget for Fiscal Year (FY) 2019, as required by the Uniform Budgeting and Accounting Act.

NOW THEREFORE BE IT RESOLVED, that the Board of Commissioners of Isabella County, Michigan, does hereby approve the FY 2019 budget for the General Fund, showing revenues and expenditures each totaling \$20,660,912 based on an approved millage of 6.6100 mills; and

BE IT FURTHER RESOLVED, that the FY 2019 Isabella County Budget is hereby adopted on a fund and activity center basis for all funds, subject to all County policies regarding the expenditure of funds and the conditions set forth in this Resolution; and

BE IT FURTHER RESOLVED, that the following tax rates are hereby authorized to be levied for the tax year, including authorized debt service, as summarized below:

General Government Operations	6.6100 mil
Commission on Aging	0.8776 mil
Medical Care Facility	0.7000 mil
Parks and Recreation	0.3500 mil
Transportation	0.8620 mil
GRAND TOTAL	9.3996 mil

and

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby approves salaries effective January 1, 2019, of:

County Commissioner District 1, 2 & 3	\$7,500
County Commissioner District 4, 5, 6 & 7	\$7,000
Board of Commissioners, Chairperson District salary plus	\$500
County Clerk	\$62,350
County Drain Commissioner	\$62,350
County Register of Deeds	\$62,350
County Treasurer	\$62,350
County Prosecuting Attorney	\$107,572
County Sheriff	\$69,934
Isabella County Road Commissioner (per MCL 224.8[2])	\$4,800

and

BE IT FURTHER RESOLVED, per Michigan statute (MCL 224.8[3]), that Isabella County Road Commissioners shall be eligible for health insurance coverage equivalent to that afforded to members of the Isabella County Board of Commissioners. Road Commissioners shall not be eligible for payment in lieu of health insurance coverage; and

BE IT FURTHER RESOLVED, that the meeting per diem rates for standing boards, commissions and committees appointed by the Board of Commissioners shall be set as indicated below, effective on October 1, 2018:

Board of Public Works	\$30.00	Human Rights Committee	\$25.00
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Boundary Commission	\$25.00	Jury Board	\$30.00
Building Authority	\$25.00	Parks and Recreation Commission	\$25.00
Canvassing Board	\$25.00	Planning Commission	\$30.00
Commission on Aging	\$25.00	Plat Board	\$25.00
Construction Board of Appeals	\$25.00	Veterans' Affairs	\$25.00
Family Independence Agency	\$25.00	Zoning Board of Appeals	\$30.00

and

BE IF FURTHER RESOLVED, that the approved employee positions on the authorized staffing level roster contained in the budget, shall limit the number of employees who can be employed and no funds are appropriated for any position or employee not on the authorized staffing level roster. Further, there may be a need to increase or decrease various positions within the budget and/or impose a hiring freeze and/or impose layoffs because of unforeseen financial changes. Therefore, the authorized staffing level roster list may be changed from time to time by the Board and/or the Board may impose a hiring freeze. County Elected Officials and County Department Heads shall abide by whatever changes are made by the Board, if any, relative to the approved positions and the number of employees stated in the authorized staffing level roster; and

BE IT FURTHER RESOLVED, that certain positions contained in the authorized staffing level roster which are supported in some part by a grant, cost sharing, or other sources of outside funding, are only approved contingent upon the County receiving the budgeted revenues. In the event outside funding is not received, or the County is notified that it will not be received, then said positions shall be considered unfunded and removed from the authorized staffing level roster; and

BE IT FURTHER RESOLVED, that the Administrator/Controller is required and directed to automatically reduce any department each time a reduction is made in federal, state and local funds. The affected department head shall promptly make the necessary layoffs and advise those affected by the service that those services are being discontinued as a result of federal, state and/or local cutbacks; and

BE IT FURTHER RESOLVED, that whenever it appears to the County Administrator/Controller's Office that the actual and probable revenues will be less than the estimated revenues upon which appropriations were based, and when it appears that expenditures will exceed an appropriation, the County Administrator/Controller's Office shall present to the Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both; and

BE IT FURTHER RESOLVED, that payment of bills, pursuant to MCLA 46.71, all claims against Isabella County shall be approved by the Board of Commissioners prior to being paid. Pursuant to MCLA 46.54 the Board appoints the Finance Committee to audit, allow and authorize the payment of claims against the County and thereby expedite the duties of the Board relating to such claims. The Board shall receive a list of payments at the following Board of Commissioners meeting for ratification. The office of the Administrator/Controller may pay certain bills prior to approval by the Board to avoid late penalties, service charges and interest, etc. The Board shall receive a monthly, complete list of said claims (bills) at the next month's Board Meeting; and

BE IT FURTHER RESOLVED, that the Administrator/Controller be, and hereby is appointed "Chief Administrative Officer," pursuant to the Uniform Budget and Accounting Act (MCL 141.422b(1)(f)), with power to administer such duties in connection with said budget, as may be from time to time, delegated to the office of Administrator/Controller by this Board; and

BE IT FURTHER RESOLVED, that the Chief Administrative Officer be directed to disburse to the various agencies, the approved County appropriation on the basis of need as determined by the cash balances within their respective funds; and

BE IT FURTHER RESOLVED, that the County Administrator/Controller be authorized to transfer monies from one category to another within an activity and between activities within the same fund in an amount up to \$50,000 for non-equipment expenditures, and up to \$25,000 for equipment expenditures when it shall be deemed necessary and a quarterly report of all transfers shall be made to the Finance and Administration Committee; and

BE IT FURTHER RESOLVED, that the County Administrator/Controller is authorized to cause the drafting of contracts where necessary and appropriate within established budgetary limitations and that the Chairman of the Board is authorized to sign said contracts after the Administrator/Controller approves each contract as to substance and legal counsel approves each contract as to legal form; and

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby approves FY 2019 budget for Special Revenue Funds as shown under Attachment A; and

BE IT FURTHER RESOLVED, that the Isabella County Board of Commissioners hereby approves the FY 2019 budget, as presented, Tuesday, September 18, 2018.

It was moved by Commissioner Horton and seconded by Commissioner Ling to approve the Isabella County Fiscal Year 2019 Budget Resolution and General Appropriation, Resolution No. 18-09-01. The motion carried with 7 yeas and 0 nays. Yeas: Commissioners Green, Engler, Jaloszynski, Horton, Moreno, Ling, and Hope. Nays: None.

GENERAL PUBLIC COMMENT:

Sheriff Michael Main updated the Board about an Officer Body Camera program which will be 100% funded with grants.

PRESENTATIONS AND SPECIAL REPORTS: None

APPOINTMENTS TO BOARDS AND COMMISSIONS: None

CONSENT AGENDA

It was moved by Commissioner Hope and seconded by Commissioner Jaloszynski to approve and place on file the September 4, 2018 Regular Meeting minutes, the September 11, 2018 Finance and Administration Committee minutes, the September 11, 2018 Criminal Justice and County Affairs Committee minutes, the September 11, 2018 Human Resources and Public Works Committee minutes, the September 6, 2018 revised Routine Personnel Items. Motion Carried.

COMMITTEE REPORTS

Finance and Administration Committee:

1. Invoice Lists: August 31, 2018 Invoice List; September 7, 2018 Invoice List; and the September 13, 2018 Adjustment List:

It was moved by Commissioner Horton and seconded by Commissioner Ling to ratify and place on file the August 31, 2018 Invoice List in the amount of \$181,187.32, the September 7, 2018 Invoice List in the amount of \$239,653.21, and the Adjustment List dated September 13, 2018. The motion carried with 7 yeas and 0 nays. Yeas: Commissioners Green, Engler, Jaloszynski, Horton, Moreno, Ling, and Hope. Nays: None.

2. 2018 Tax Rate Request:

It was moved by Commissioner Ling and seconded by Commissioner Horton to approve the completion of the State Tax Commission Form L-4029-2018 Tax Rate Request affirming each County approved millage rate and authorize the Board Chair to sign the same. The motion carried

with 7 yeas and 0 nays. Yeas: Commissioners Green, Engler, Jaloszynski, Horton, Moreno, Ling, and Hope. Nays: None.

Criminal Justice and County Affairs Committee:

1. Secondary Road Patrol and Traffic Accident Prevention Program Application:

It was moved by Commissioner Engler and seconded by Commissioner Jaloszynski to approve the Secondary Road Patrol and Traffic Accident Prevention Program Application, effective October 1, 2018 until September 30, 2019, in the amount of \$58,650.00 and authorize the Board Chair to sign the same. The motion carried with 7 yeas and 0 nays. Yeas: Commissioners Green, Engler, Jaloszynski, Horton, Moreno, Ling, and Hope. Nays: None.

Human Resources and Public Works Committee: None

Intergovernmental Affairs Committee: None

Administrator/Controller:

1. Annual MERS Conference:

It was moved by Commissioner Moreno and seconded by Commissioner Jaloszynski to approve the Municipal Employee Retirement System (MERS) Employee Delegate, Jenifer Wilson, and Employer Delegates, Steven Pickens and Nicole Frost, to attend the Annual MERS Conference on October 4, 2018 and October 5, 2018 with fees and expenses paid by the County. The motion carried with 7 yeas and 0 nays. Yeas: Commissioners Green, Engler, Jaloszynski, Horton, Moreno, Ling, and Hope. Nays: None.

Unfinished Business: None

New Business:

1. Saginaw Chippewa Indian Tribe of Michigan Fall 2018 Semiannual Two-Percent requests:

It was moved by Commissioner Engler and seconded by Commissioner Jaloszynski to approve the following Saginaw Chippewa Indian Tribe of Michigan Semiannual Two-Percent requests prioritization for presentation to the Saginaw Chippewa Indian Tribe by the required date of September 30, 2018.

- Commission on Aging requesting \$511,280.00 for Programs and Services.
- Sheriff's Office requesting \$33,998.00 for a Command vehicle.

The motion carried with 7 yeas and 0 nays. Yeas: Commissioners Green, Engler, Jaloszynski, Horton, Moreno, Ling, and Hope. Nays: None.

General Public Comments: None

Announcements:

Commissioner Ling announced the Let Peace Reign event sponsored by the Isabella County Human Rights Commission at Island Park on September 29, 2018 beginning at 4 p.m.

Commissioner Jaloszynski announced the Isabella County Parks and Recreation Public Comment on the Master Plan at the Commission on Aging Building on September 19, 2018 beginning at 6 p.m.

Isabella County Administrator/Controller Margaret McAvoy thanked the elected officials and Department Heads, for their participation in the Fiscal Year 2019 Budget. She also thanked Contracted Finance Director Steven Kirinovic, Deputy Administrator/Controller Nicole Frost, and Accountant Melissa Franquist for their tireless work getting the Budget completed.

Adjournment: It was moved by Commissioner Horton and seconded by Commissioner Ling to adjourn to the call of the Chair at 7:28 p.m.

